**Informatics, Ch 4, Data Analytics: Presenting the findings**

**Manipulating data** pg 199-223

1. With your chosen MMOS be aware of the requirements of the functions you need to be able to undertake.
2. What is the role of Heading styles and CSS sheets?

**Formats and Conventions, p 202**

1. Define the terms format and convention and use an example to distinguish between them.
2. Distinguish between:
   1. Mandatory
   2. preferred and
   3. optional conventions.
3. Choose four conventions that you think will be important when you design your MMOS.
4. Why is it important to follow these conventions?

**Design principles,** **p 204**

**Functionality: Useability**

1. Briefly describe the principles of:
   1. Robustness; what are the countermeasures for robustness?
   2. Flexibility; how do you build a MMOS to cater for flexibility?
   3. Ease of use

**Functionality: Accessibility**

1. For each of the following principles briefly describe there characteristics.
   1. Navigation
   2. Error tolerance

**Functionality: Appearance:**

1. For each of the appearance principles briefly indicate there nature:
   1. Alignment
   2. Repetition of design elements
   3. Contrast
   4. Space
   5. Balance

**Generating design ideas,** p 209

1. What is a design idea? Make a list of ideas you have for your MMOS.
2. List out some creative design techniques.
3. Describe some tips for creative thinking, p 215

**Evaluating design ideas,** p 218

1. Why is it important to evaluate your design ideas before progressing with your project?
2. What are some criteria that could be used to help choose the best design idea?

**Design tools,** p 220

1. Briefly describe the purpose of each of the following:
   1. IPO charts
   2. Mock ups or annotated diagrams
   3. Site map
   4. Storyboard
   5. Organisational and hierarchy charts
   6. Layout diagrams